

# ( GENERAL INSTRUCTIONS )

## INSTRUCTION FOR THE PREPARATION OF DENVER WATER EXHIBIT DRAWINGS

- 1) The purpose of the drawing is to clearly show the easement area or the location of the item to be licensed and the area immediately surrounding it.
- 2) Submitted Auto CAD files must be done in MODEL space only. No X-referencing is allowed.  
  
Use the provided layers only do not change layer names or layer colors.
- 3) The LINE TYPE scale and DRAWING scale must be the same.
- 4) All text sizes are based on the Simplex text style and the TXT\_10 being 1/10 of an inch high. Except for the Shadow Font. No substitutions for the Simplex template are allowed. The Shadow font Shadow.SHX is included with this standards package.
- 5) The North direction and arrow must be in the range from 90° to the left to 45° to the right. Having "North" at the top of the page is preferred. The 8 1/2" side of the drawing is always the bottom of the page.
- 6) The tie should be to a monumented corner of the quarter section in which the easement parcel or licensed item lies. A direct tie is preferred but a tie with a maximum of two courses will be accepted.
- 7) All designations for quarter section lines and land corners must be for the quarter section in which they lie. Place them within that quarter section.
- 8) Basis of Bearings: Note that the bearing basis has three parts:
  - 1) Numeric value: deg. min. sec.;
  - 2) Monumentation: The monuments used for the bearing basis must be shown on the parcel map or described in the Basis of Bearing Note.
  - 3) Source of Basis: Denver Metro Area, State Plane Central Zone(Metro Grid): Outside the Metro Area, Subdivision Plat, or existing Denver Water Maps.
  - Denver Water requires two monumented corners for the Basis of Bearings.
  - Licensed items may be tied to the nearest DWD monument when available.
- 9) A 0.06" tick mark must be used to delineate the end points of curves and angle points if its location is not obvious. Rotate tick marks to be radial to the curve or to bi-sect the angle and place them on the TXT\_08 layer.
- 10) "Easement Hatching Lines". Hatch lines must be spaced 0.06" apart. (The Hatch Scale equals .48 times the drawing scale) The hatch angle must be 45° or 135° to match the Legend. Use the DWD Hatch Layer for all hatch lines.
- 11) Show the easement or property area in square feet and "round" it to the nearest foot if the area is less than one half acre. Show the easement or property area in acres and to three decimal places if the area is one half acre or more. i.e., 21,779 sq. ft. or 4.503 acres.
- 12) The initials of the person who prepared the drawing should be entered in the area marked "DRN.". All other fields will be completed by Denver Water.
- 13) General information:
  - All Z coordinates must be Zero.
  - Files must not be Zipped if they will fit on a CD.
  - The use of course tables should be avoided.
  - Label the quarter/quarter for each one shown on the parcel map.
  - Include a Bar Scale that matches the DWD standard of 1/10 of an inch by 3".
  - Drawing accuracy  
All lines and curves must be drawn accurately to two decimal places for distance and to one half second for bearings.
  - When multiple easement parcels exist they must be separated by the type of easement document being used and grouped by owners.
- 14) Specimen\_G should only be used when requesting a license for an irregular area for a use such as grading, rip rap, or a lawn irrigation system. The perimeter should be simplified to avoid using multiple small courses.

<b>LEGEND</b>		DOCUMENT DATED SEC'Y FILE    DOC.		<b>D DENVER WATER</b>	
	BOUNDARY D.W.D. PROPERTY		BNDRY EXISTING D.W.D. ESMT	<div style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;">           LEAVE THIS SPACE BLANK         </div>	
	EASEMENT/PROPERTY ACQUIRED		ESMT/PROP/LIC GRANTED		
DRN. ZYX   PM. —   S.		APPD			
SHEET 1 OF 8 SHEETS		DATE: SEPTEMBER 1, 2004			
		SCALE: 1" = 1'		CAD	